

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1808

FLSA: Non-Exempt

CLASSIFICATION TITLE: AIR TOXICS COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to conduct program planning and administrative duties relating to the Bureau's air toxics control program including maintaining computer inventories and databases, calculating emission rates, performing air quality dispersion modeling, and maintaining information on program regulations and compliance schedules.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Reviews National Emissions Standards for Hazardous Air Pollutants (NESHAPS) to determine impact on local industries and businesses; maintains information on related compliance schedules and requirements; forwards related information to engineers for permitting process.

Maintains database of emissions inventory data; installs related upgrades to database.

Conducts air quality dispersion modeling; researches and implements new modeling techniques provided by state and federal environmental agencies.

Performs calculations and statistical comparisons on emissions rates.

Downloads toxics release inventory (TRI) data on an annual basis from EPA mainframe computer; compiles and summarizes data; prints annual reports.

Maintains data on Integrated Risk Information System (IRIS) database from EPA; updates database.

Assists staff engineers in the review and investigation of air pollution complaints; prepares related investigation reports.

Reviews waste stream profile sheets for permitted industries.

Prepares Annual Toxics Release Inventory Report.

Participates in conferences and meetings with Bureau staff, state and federal officials, industry representatives, and others regarding air toxics control.

Performs various duties in maintaining Bureau computers, software and data including installing computer, downloading data, troubleshooting technical problems, and providing training.

Prepares reports, correspondence, and data summaries relating to NESHAPS standards, compliance requirements, air pollutant statistics, program compliance measures, and other information; forwards to local, state and federal departments and agencies as required.

Reviews chemical and toxics manuals, reference dictionaries, computer model manuals, agency regulations, topographic maps, and other references in performing assigned job duties.

Reviews Federal Register, EPA regulations, periodicals and other documents to maintain information on air toxics, emissions data, related health effects and other environmental issues and policies.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in environmental science, chemistry, biology, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes related computer programming, environmental planning and analysis work in the public or private sector; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.